

# DO NOT REMOVE

## ANNOUNCEMENT

### HOUSTON COUNTY BOARD OF COMMISSIONERS

#### **POSITION VACANCY ANNOUNCEMENT**

PUBLIC ANNOUNCEMENT

COUNTY EMPLOYEES

ANNOUNCEMENT DATES: January 25, 2021 – February 22, 2021

POSITION TITLE: Tax Appraiser, II

# OF POSITIONS: 1

GRADE: 14

SALARY RANGE: \$35,588.80 (\$17.11/hr) - \$38,500.80 (\$18.51/hr)

SUPERVISOR/DEPARTMENT: James Moore, Chief Appraiser

TYPE OF POSITION:  CERTIFIED     TEMPORARY     PART-TIME

#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory and specialized administrative/technical work functions associated with the appraisal of real property for assessment purposes.

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED required, supplemented by course work in real estate, business management or economics; three years of experience in real property appraisal, personal property appraisal, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Appraiser II certification (or higher level). Must complete forty hours of prescribed continuing education in the field every two years. Must possess and maintain a valid Georgia Driver's License.

#### **APPLICATION INSTRUCTIONS**

Attached is a copy of the job description. Please review it thoroughly. Applications are available online at [houstoncountyga.org](http://houstoncountyga.org). Houston County Personnel in the County Annex Building, 200 Carl Vinson Parkway, Warner Robins and at the Houston County Public Works Department, 2018 Kings Chapel Road, Perry. **Completed applications must be received prior to the end of the announcement date in order to be considered.** Applications and inquiries should be directed to the Personnel Department in Warner Robins or call 478-542-2005. As a last step prior to being employed, all applicants will be required to pass a drug test and a criminal background check. The drug test and background check will be administered by a physician/agency selected by the Board of Commissioners.

**HOUSTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**